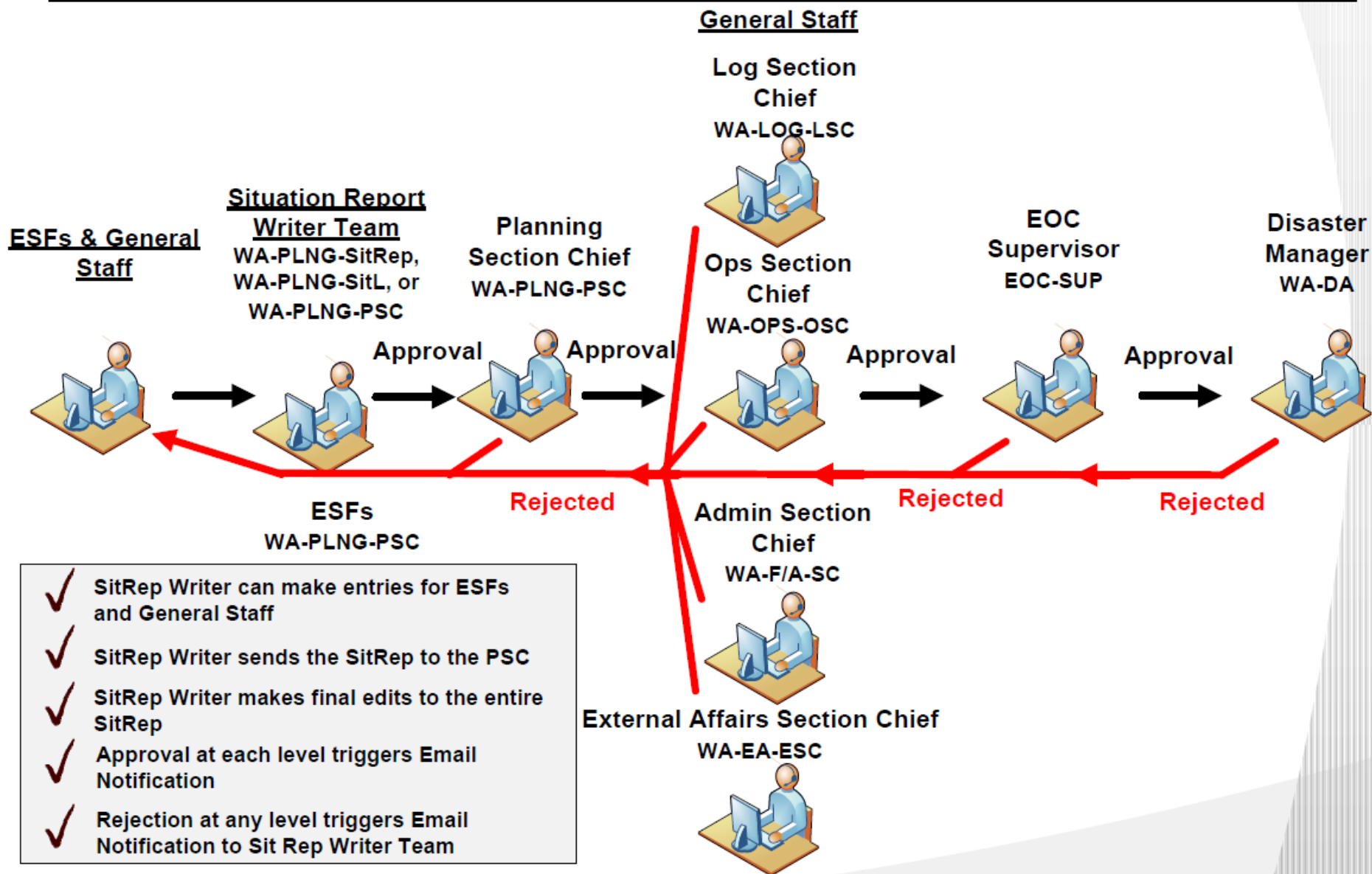




WebEOC Automated Situation Report WA-ESF

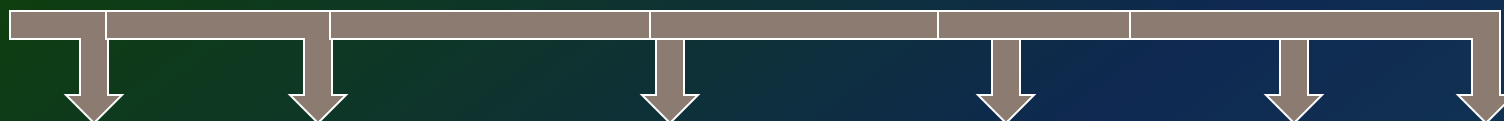
State of Washington EM - Situation Report Process Flow

December 16, 2011





The Automated Situation Report includes the entire approval process.



01 Working SitRep 02 Planning SC Review 03 General Staff Coordination Review 04 EOC Supervisor Review 05 DM Review 06 Published SitRep

02-21-2012_New SitRep Test Incident



Washington State

Emergency Operations Center

New Record

Edit

Print to PDF

Print

Situation Report #006

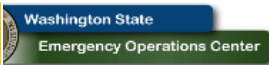
1. Information cutoff Date/Time 03-05/2012 1700 PST	2. Initial	3. Incident Number 03-05-2012 test	4. Incident Name TEST
5. Affected Jurisdictions Franklin	6. Type Incident EXERCISE EXERCISE		7. State EOC Activation Status: Phase 1 - Normal
8. General Situation Test incident			
9. Current Priorities • test the board			



SitRep Writer, Leader or
Planning SC can start the SitRep

01 Working SitRep 06 Published SitRep

07-12-2012 Auto SitRep Test



Record must be created by the
Planning Situation Unit or Planning
Section Chief

Edit

Print to PDF Print

Situation Report #002

1. Information cutoff: Date/Time: 07/23/2012 PST	2. SitRep Initial	3. Incident Number XXX-test	4. Incident Name Test 2
5. Affected Jurisdictions Pierce County		6. Type Incident Other Test SitRep	7. State EOC Activation Status: Phase 2 – Enhanced Operations
8. General Situation Test the functionality of the Situation Report			
9. Current Priorities <ul style="list-style-type: none">• Save lives• Protect property• Assess the Situation• Support the locals• • 			
10. Confirmed Event Related Injuries n/a		11. Confirmed Event Related Deaths n/a	
12. Weather Forecast Sunny			
13. General Staff and ESF Key Issues and Actions			




ESF Leads can make direct entries by clicking on edit. They must either fill out the description or mark N/A.

Incident: 02-21-2012_New SitRep Test Incident

01 Working SitRep 06 Published SitRep

02-21-2012_New SitRep Test Incident

Washington State
Emergency Operations Center

 Record must be created by the
Planning Situation Unit or Planning
Section Chief

Edit

Print to PDF Print

Incident: 07-12-2012 Auto SitRep Test

Save Open Check Cancel

Report As WA-ESF1L

Completed: ☐

Submitted by: Bostwick_Debbie (MIL) Date / Time Submitted:


Required ☒ No input ☐

- ESF-2 (Communications) situation entry

[Click here for complete SitRep Instructions for General Staff and](#)

Disable Refresh

Message from webpage

 You must either fill out the description or mark No input

OK



Update Record 9

Save

Spell Check

Cancel

Report As debbie

Submitted by: Bostwick_Debbie

Date / Time Submitted: 02/22/2012 15:40:35

Required ☒ No input ☐

- ESF-1 (Transportation) situation entry

The Road is blocked between exit 22 and 23

[Click here for complete SitRep Instructions for General Staff and Emergency Support Function Reporting](#)



Click here for complete instructions for General Staff and Emergency Support Function Reporting



**SITUATION REPORT
EMERGENCY SUPPORT FUNCTION (ESF)
AND GENERAL STAFF REPORTING
JOB AID #3**

General Staff (GS) / Emergency Support Function (ESF) Reporting process

- Agencies submit their GS/ESF input to their respective lead(s)
- GS/ESF Leads consolidate, review, and edit SitRep input
- GS/ESF Leads submit consolidated SitRep input to the EOC Planning Section SitRep Writer as stipulated in the Daily Meeting Schedule using one of the following methods.
 - 1st Choice: WebEOC account (preferred method). If you need an account contact Deb Bostwick at 253-512-7020.
 - 2nd Choice: Email to EOC SitRep Writer EOC67@emd.wa.gov
 - 3rd Choice: Hand written given to SitRep Writer.
- SitRep Writer incorporates GS/ESF input report material into the SitRep and edits if necessary. GS/ESF Leads not submitting input for an operational period will have no input reflected in the SitRep.

GS/ESF Leads reporting guidance:

1. Explain what your GS/ESF completed or accomplished since the last reporting period. (This is a short explanation in quantifiable / qualifiably terms). This should include impacts to communities/jurisdiction, impacts to neighboring communities / jurisdictions, impacts to the state and impacts to other states if applicable and be no longer than 2-3 sentences.
2. Explain current activities or those in progress. These activities should align with the EOC Action Priorities for the Operational Period.
3. Explain what you see as potential issues or activities in the future that others may need to know or be aware of to continue their activities or may impact their ability to accomplish their tasks

NOTE: Link all reported activities to an EOC Action Priority. If you cannot link what you are doing to an EOC Action Priority, then that activity should stop. If the activity is to continue, it should be added to the EOC Action Priorities and approved by the Disaster Manager.

EXAMPLE:

ESF 93 (Space Debris Harvest)

1. During the last operational period 48 metric tons of abandoned rocket boosters, solar panels, and satellite parts were removed from the 85,000 foot orbit corridor and returned to the space materials processing plant. The retrieval shuttle landed at 1400 hours yesterday.
2. Recently harvested materials are being sorted by precious metals, reuseables and returnables,



Each Situation Report is
published by Operation Period


Incident: 07-12-2012 Auto SitRep Test

01 Working SitRep **06 Published SitRep**

07-12-2012 Auto SitRep Test

NEW WA-EOC Automated Situation Report

Operational Period	Incident Name	Incident Number	View Situation Report
001 07/12/2012	XX Test	July 12 -Test	Details



16. Approved by ****Electronically Signed, Original Signature is on file****
--

We keep a hard copy with signatures on file.



The Message Center Distributes the Published SitReps

1 Working SitRep 03 General Staff Coordination Review **06 Published SitRep**

02-21-2012_New SitRep Test Incident

Washington State
Emergency Operations Center

Situation Report #007


1. Information cutoff Date/Time: 04/04/2012 / 1700 PST	2. Incident Number 02-21-2012	4. Incident Name New SitRep Test Incident	7. State EOC Activation Status: Phase 1 - Normal
5. Affected Jurisdictions Pierce, King, and Thurston Counties		6. Type Incident EXERCISE EXERCISE	
8. General Situation Test test test			
9. Current Priorities • Save Lives • Assess property damage • Fully staff the State EOC • • •			
10. Confirmed Event Related Injuries N/A	11. Confirmed Event Related Deaths N/A		
12. Weather Forecast Today: A chance of showers, with thunderstorms also possible after 11am. Mostly cloudy, with a high near 49. South southeast wind between 3 and 5 mph. Chance of precipitation is 50%. Tonight: A chance of showers and thunderstorms. Mostly cloudy, with a low around 39. North northwest wind between 6 and 9 mph becoming calm. Chance of precipitation is 30%. Thursday: Scattered showers. Partly sunny, with a high near 49. South southwest wind at 6 mph becoming north. Chance of precipitation is 40%.			
13. General Staff and ESF Key Issues and Actions • Admin amp: Finance Seating charts distributed. Contact sources identified. State expenditures being tracked. • ESF-1 (Transportation) Monitoring the road status.			
14. Remarks			
15. Prepared by Debbie Bostwick	DM Approval		16. Approved by ***Electronically Signed, Original Signature is on file*** Paul McNeill
17. Sent to: • Governor • WA Legislative Delegation • WA Congressional Delegation • WA State Agencies (Boards, Commissions, Universities, etc) • WA State Agency Liaisons • WA Business Liaisons	18. Date published 01/01/1900	19. Time published	20. Sent by

7/26/2012



The SitReps can be printed to a PDF or printed.

17. Sent to: <ul style="list-style-type: none">• Governor• WA Legislative Delegation• WA Congressional Delegation• WA State Agencies (Boards, Commissions, Universities, etc)• WA State Agency Liaisons• WA Business Liaisons• WA EOC Emergency Support Functions (ESFs) and Staff• WA State and Local Jurisdiction Emergency Managers• WA Military Department, Executive Management Team• WA Emergency Management Division Staff• Alaska Division of Homeland Security and Emergency Management• Idaho Bureau of Disaster Services• Oregon Office of Emergency Services• British Columbia Provincial Emergency Program• Yukon Territory Emergency Measures Organization• Tribal Nations• Regional Response and Coordination Center (RRCC), FEMA Region X• National Operations Center (NOC)• Protective Security Advisor, Department of Homeland Security• Commander, 1st Corps and Fort Lewis• Commander, Fairchild Air Force Base• Commander McChord Air Force Base• Commander, Naval Region Northwest• Commander, 13th Coast Guard District<i>Captain of the Port, Portland</i><i>Captain of the Port, Seattle</i>• Commander, Washington National Guard• Commander, US Army Corps of Engineers, Northwest Division<ul style="list-style-type: none"><i>Seattle District</i><i>Portland District</i><i>Walla Walla District</i>	18. Date published 01/01/1900	19. Time published	20. Sent by
<div style="text-align: right;"><input type="button" value="Return to List"/> <input type="button" value="Print to PDF"/> <input type="button" value="Print"/></div>			





Because the
SitReps are data,
they can be viewed
from mobile
devices.



Need help with WebEOC? Contact

Debbie Bostwick

WebEOC Administrator

253.512.7020 office

253.507.6185 cell

Debbie.bostwick@mil.wa.gov